

U.S. House of Representatives
 Committee on Ethics

2014 JUN 17 PM 5:14

OFFICE OF THE CLERK
 U.S. HOUSE OF REPRESENTATIVES

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must **complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Rep. Robert B. Aderholt
2. a. Name of accompanying relative: _____ or None ☒
 b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: June 4, 2014 Return: June 9, 2014
 b. Dates at personal expense: _____ or None ☐
4. Departure city: Washington, DC Destination: Kosovo and Macedonia Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Fellowship Foundation (d.b.a. International Foundation)
6. Describe meetings and events attended (attach additional pages if necessary): see attached pages

7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the Member or officer; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*): ☒
 b. If not, explain: _____

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER:



DATE:

6/17/2014

U.S. House of Representatives
Committee on Ethics

☒ Original ☐ Amendment

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Fellowship Foundation (d.b.a. International Foundation)
2. Travel Destination(s): Pristina, Kosovo & Skopje, Macedonia
3. Date of Departure: June 4, 2014 Date of Return: June 9, 2014
4. Name(s) of Traveler(s): Robert Aderholt
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$ 2056.49	\$665.18	\$61.82	
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Dabbs Cavin

Name: Dabbs Cavin

Title: President of the International Foundation Board

Organization: International Foundation

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 6720-B Rockledge Drive, Suite 750, Bethesda, MD 20817

Telephone number: (501) 680-5911

Email Address: dcavin@mountaire.com

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

RECEIVED

TRAVELER FORM

2014 MAY -2 PM 2:11

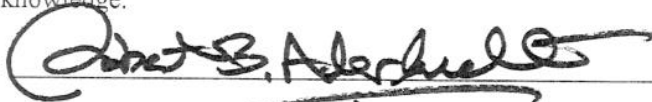
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Rep. Robert B. Aderholt

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: _____

Office address: 2369 Rayburn HOB

Telephone number: 202-225-4876

Email address of contact person: chris.lawson@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Robert B. Aderholt
2. Sponsor(s) (who will be paying for the trip): Fellowship Foundation
(d.b.a International Foundation)
3. Travel destination(s): Pristina, Kosovo and Skopje, Macedonia
4. a. Date of departure June 4, 2014 Date of return: June 9, 2014
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
Building and maintaining relationships with government officials
throughout the region
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No CL

10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: May 2, 2014


Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Fellowship Foundation (d.b.a. International Foundation)
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attachment
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: June 4, 2014 Date of return: June 9, 2014
7. a. City of departure: Washington, DC (Dulles International Airport)
b. Destination(s): Pristina, Kosovo and Skopje, Macedonia
c. City of return: Washington, DC (Dulles International Airport)
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
b. N/A - trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
See attachment

13. Answer parts a and b. Answer part c if necessary.
a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☒ Other ☐ (Specify: _____)
b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☒ or
b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☐
If "b" is checked:
1) Detail the cost per day of meals (approximate cost may be provided): _____

2) Provide reason for selecting the location of the event or trip: _____

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
Hotel name: Swiss Diamond Hotel City: Pristina Cost per night: \$225
Reason(s) for selecting: They have stayed here before and it is centrally located.
Hotel name: Holiday Inn City: Skopje Cost per night: \$300 (estimate)
Reason(s) for selecting: This is the hotel where all the participants for the event will be staying.
Hotel name: _____ City: _____ Cost per night: _____
Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$2000	\$1125 <input checked="" type="checkbox"/>	\$500
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$150	Taxi
For each accompanying relative		

**NOTE: Willful or knowing misrepresentations on this form
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:
a. I certify that I am an officer of the organization listed below. ☒ *or*
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐
20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Dabbs Cavin
Name: Dabbs Cavin
Title: President of the International Foundation board
Organization: International Foundation
Address: 6720-B Rockledge Drive, Suite 750, Bethesda, MD 20817
Telephone number: (501) 680-5911
Email address: dcavin@mountaire.com

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

- 4.) Congressman Robert Aderholt has travelled to Southeast Europe multiple times in the last ten years. Mr. Aderholt has built and maintains many relationships with government officials and private citizens throughout the region. This event, The Southeast European Gathering, is an excellent opportunity to connect with those leaders. He has helped launch and gives leadership and encouragement to all of the Parliamentary Fellowship groups in the region. Each of these groups is modeled after the House Prayer Breakfast Group, which meets every Thursday morning when the House is in session. All of this is connected with the National Prayer Breakfast, which is held in DC each February and has over 60 years of history. Mr. Aderholt has been involved with the House Prayer Group and the National Prayer Breakfast since he came to Congress nineteen years ago.
- 12.) The Fellowship Foundation (d.b.a. International Foundation) assists and serves the House and Senate Prayer Groups in organizing the National Prayer Breakfast each year. One outcome of the over sixty year history of the National Prayer Breakfast has been that many countries want to have their own Prayer Breakfast and have weekly groups in the Parliament to pray, fellowship, and consider the life and teachings of Jesus. This is true of Parliamentarians in Kosovo and Macedonia. The Fellowship Foundation is assisting the Macedonian hosts to provide organizational and relational support for the SE European Gathering. The Foundation is providing the funds for Mr. Aderholt's travel with no other entity or grant covering any portion. The trip will also include one night in Kosovo for Mr. Aderholt to have private meetings with Members of the Parliamentary Prayer group and other leaders who will not necessarily be able to attend the event in Macedonia. These meetings are for the purpose of broadening and deepening relationships and the impact of the Prayer Groups as positive, unifying influence in their respective nations.

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member

Charles W. Dent, Pennsylvania
Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana

Pedro R. Pierluisi, Puerto Rico
Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Jackie M. Barber
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

May 21, 2014

The Honorable Robert Aderholt
U.S. House of Representatives
2369 Rayburn House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Kosovo and Macedonia, scheduled for June 4 to 9, 2014, sponsored by the Fellowship Foundation.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip.

Because the trip may involve meetings with foreign government representatives, we note that House Members may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$375] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

K. Michael Conaway
Chairman

Linda T. Sánchez
Ranking Member

KMC/LTS:re

Final

Congressman Robert Aderholt

Wednesday, June 4, 2014

5:10pm Flight departing IAD. Had layover in Frankfurt.

Thursday, June 5, 2014

11:45am Flight landing into Pristina, Kosovo

12:00pm Went through customs, traveled to hotel to check in and dropped off bags

2:00 pm Lunch with Visar Azemi and friend from Rockefeller Group

3:30pm Mayor of Pristina joined late

4:30pm Returned to hotel to freshen up and caught up on work

7:45pm Met with former MP/Cabinet Minister and 8 young Kosovo business leaders

10:30pm Headed back to hotel for the night

Friday, June 6, 2014

7:45am Breakfast with Former PM Ramush Haradina

9:00am Meeting with PM Hashim Thaci, MP Adem Grabovci and Dasara Peci

9:40am Met with Adem Grabovci and Dasara Peci

10:30am Meeting with Minister of Finance

12:30pm Check out of hotel and drove to meeting

1:15pm Meeting with a Kosovo business leader

2:30pm Drive from Pristina, Kosovo to Skopje, Macedonia

4:30pm Check into hotel and freshen up

5:00pm Meeting with Minister of Foreign Affairs

5:40pm Meeting with MP Vlatko Gjorcev

6:15pm Meeting with Ambassador Vasko Naumovski

7:00pm Greet guests attending SE European Gathering

7:30pm Welcoming Dinner for SE European Gathering
Hosted by Vice President of the Government and European Integration
Congressman Aderholt gave greetings

Saturday, June 7, 2014

9:00am Macedonia's National Prayer Breakfast
 Hosted by Speaker of the Assembly
 Congressman Aderholt gave short talk during this time

11:30am Meeting with Speaker of the Assembly in his office

1:00pm Meeting with Albanian President

1:30pm Lunch in conjunction with small group time for all participants

5:00pm Meeting with Bulgarian leaders who attended the SE European Gathering

7:30pm Closing Dinner hosted by Prime Minister

Sunday, June 8, 2014

9:00am Breakfast

11:00am Tour of Skopje with most participants of SE European Gathering to connect with
 those Congressman Aderholt had yet to have personal conversations with.

1:30pm Lunch with a few participants

5:00pm Debriefing dinner with core group that organized the SE European Gathering

8:30pm Retired to hotel

Monday, June 9, 2014

3:00am Departed for airport

4:30am Flight departing Skopje, Macedonia. Had layovers in Vienna and Brussels

2:45pm Flight landing at IAD

**SE Europe Itinerary
June 2014**

WEDNESDAY, JUNE 4, 2014

5:00pm Flight departs Washington Dulles
(There will be layovers)

THURSDAY, JUNE 5, 2014

12:00pm Flight arrives to Pristina, Kosovo
2:00pm Lunch with two key MPs from Kosovo
4:00pm Check into hotel and freshen up for dinner
7:00pm Dinner with Kosovo Parliamentary Prayer Group
**Later joined by young business & professional group

FRIDAY, JUNE 6, 2014

8:00am Breakfast with MPs
9:30am Coffee with Prime Minister
12:00pm Lunch with Ambassador Ahmad Shala
2:00pm Depart for the drive to Skopje, Macedonia
4:30pm Check into hotel and freshen up
6:00pm Registration and greet Guests at Holiday Inn
7:30pm General Session 1: Welcome Dinner and program

SATURDAY, JUNE 7, 2014

8:00am General Session 2: Macedonia's National Prayer Breakfast
Keynote speakers from Macedonia, Regional and International Leaders
10:30am Coffee break
11:00am General Session 3: Gathering continues with different speakers
1:00pm Lunch with participants of the Gathering broken up in small groups
3:00pm Private meetings with government officials from region including the
Prime Minister of Macedonia as well as the organizing committee for this
Gathering
7:00pm General Session 4: Dinner and program

**SE Europe Itinerary
June 2014**

SUNDAY, JUNE 8, 2014

7:30am	Breakfast in hotel
9:00am	General Session 5: Gathering continues with different speakers
11:00am	Closing Session: Bus tour to Lake Ohrid is scheduled for all participants
6:30pm	Freshen up for dinner
7:00pm	Dinner with leaders of the Macedonian Parliamentary Prayer Group

MONDAY, JUNE 9, 2014

4:30am	Flight departs Skopje, Macedonia (There will be layovers)
2:30pm	Flight arrives to Washington Dulles